



Washington State Department of Early Learning

**“Together, with
parents and
partners, we offer
children world-
class learning
opportunities so
they reach their
full potential.”**

**If you have
questions, or
concerns, please
report them on the
Licensing Issues
Application on the
DEL Insider.**

10.1.9 Child Care Certification Policy and Procedure Tip Sheet

When is it effective? October 1, 2010

What does it mean to me?

DEL Staff will follow the following procedures:

- For certification of a Tribal Child Care Facility located on a federally recognized reservation:
 - The Tribal Chair/Chief sends a request letter to the DEL Director for tribal certification.
 - The facility must be licensed, certified or approved by the Tribe.
 - A copy of the license, certificate or approval letter issued by the tribe is attached.
 - Once approved it goes to the CCA for tracking.
 - An additional copy of the documents will be forwarded local licensing office.
 - Local tribes will then contact the local licensing office, whom will document the information in FAMLINK and assign an SSPS number. The local licensing office will also create a file and keep certification documents received.
 - A certificate for payment is signed by the supervisor and given to the program.
- For certification of a child care facility located on a federal military installation or a facility approved by OSPI:
 - The requestor will complete the Application for Certification for Payment Only.
 - The application is forwarded to the local licensing office, along with, a copy of the certification/license issued by the Department of Defense or OSPI.
 - The local Licensing Supervisor approves the certification request.
 - The local licensing office documents information in FAMLINK and assigns an SSPS number.
 - A certificate for payment is signed by the supervisor and given to the program.
 - The local licensing offices will create a file and keep a copy of documents received.
- For Certification as Meeting State Licensing Standards (MLS) on a federally recognized reservation, military instillation or a school based facility that has been approved by OSPI:
 - The same procedure and requirements as licensing

What is important to remember?

- Each tribe requests tribal certification for payment only to the director, once approved and letter is signed then local tribal facilities may contact local offices for SSPS number.

Resources associated with the policy:

- 10.1.9 Child Care Certification Policy
- 10.1.9 Child Care Certification Procedure
- DEL application for Certification for Payment Only (School and Military ONLY)

Training expectation:

- Supervisors are responsible for ensuring that all licensing staff have read and understand and follow all new policies as they are distributed